



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Carson City, Nevada 89701

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***Unclassified
Position Announcement
Open Competitive***

**BUREAU OF BUSINESS AND STATE SERVICES
DIVISION OF BUSINESS AND TAXATION
*Las Vegas***

POSITION TITLE: Senior Deputy Attorney General

SALARY: **Senior Deputy Attorney General:**

\$87,090.48 - \$ 96,607.00 (Employer Paid)

\$99,305.28 - \$110,132.00 (Employer/Employee Paid)

DUTY STATION AND HOURS: The position will be located in the Las Vegas office of the Nevada Attorney General's Office; generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekend hours may be required depending on particular issues and cases; there will be travel and overnight stay requirements.

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This position reports to the Chief of the Division of Business and Taxation. The position will supervise and mentor 2 to 4 attorneys assigned to the Division of Business and Taxation, one of three divisions within the Bureau of Business and State Services. The attorneys in the Division of Business and Taxation represent the Nevada Department of Taxation, the Department of Business and Industry, the Office of the Treasurer, and the Secretary of State, among others. In addition to supervising attorneys, this position will regularly provide advice and counsel to one or more regulatory agencies within the Nevada Department of Business and Industry, and will prosecute administrative licensing and regulatory cases on their behalf. The ideal candidate will have supervisory experience, general counsel or comparable experience, general civil litigation experience, as well as specific expertise in the areas of administrative law and procedure and business regulatory law. Applicants should have

at least seven (7) years of experience in the practice of law, preferably in a demanding, fast-paced environment.

EXAMPLES OF DUTIES: Duties include day-to-day supervision and mentoring of junior and mid-level attorneys and evaluation of their work performance. The successful applicant will provide guidance, positive feedback and constructive criticism to attorneys with varied interests and skill sets. He or she will make appropriate case assignments, evaluate, manage and reallocate caseloads, as appropriate, and monitor progress toward professional goals and objectives. He or she will also work collaboratively with the Division Chief to develop appropriate hiring, training and promotional standards, and to identify appropriate and cost-effective opportunities for training and ongoing professional development. In addition to the foregoing, the successful applicant will provide legal advice on a regular basis, primarily in the areas of administrative and regulatory law. He or she will prosecute regulatory cases involving businesses regulated by the Nevada Department of Business and Industry, and will periodically handle cases before the district courts on judicial review pursuant to NRS Chapter 233B, and on appeal to Nevada's appellate courts. From time to time, he or she may also be called upon to defend various regulatory agencies in civil litigation. Finally, the successful applicant will be required to cover or assist with meetings, hearings, depositions and other matters as vacancies arise or as junior attorneys require mentoring or assistance.

QUALIFICATIONS

KNOWLEDGE REQUIRED: As noted above, applicants should have expertise or substantial experience in the areas of administrative and regulatory law. Applicants should have at least seven (7) years of experience in the practice of law, preferably in a demanding, fast-paced environment. Applicants must also have substantial supervisory experience, or must have worked for a number of years in an environment where they routinely mentored other attorneys.

SKILLS REQUIRED: Applicants must possess management and supervisory skills, and must also have and be willing to enforce high ethical standards. Additionally, applicants must be skilled at analyzing and solving complex legal problems. In this regard, applicants must be able to research legal issues using online computerized legal research tools and engines, and must be highly adept at drafting and editing a broad variety of legal documents, including motions, pleadings, proposed orders, briefs, administrative regulations, contracts and agreements. Applicants must have effective skills in written and verbal communication, presentation of administrative and judicial cases and effective appellate advocacy. Applicants must be able to function when necessary as part of a team, contributing effectively to the accomplishments of team or office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess excellent leadership skills or leadership potential. Applicants must also have excellent time management skills and good interpersonal skills.

PHYSICAL DEMANDS: This position requires: mobility to work in a typical office setting; the ability to use standard office equipment and to travel to client offices and locations and courts in various parts of the State; vision to read printed materials and a computer screen; and hearing and clear speech to communicate understandably in

person and over the telephone and to hear and respond to questions. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

BAR ADMISSION AND EXPERIENCE: Applicants must possess a certificate of admission to the Bar of the State of Nevada, or be eligible to apply for conditional admission under SCR 49.8 based upon licensure in another state or the District of Columbia.

This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Not later than **July 18, 2016**, interested applicants should submit a cover letter (indicating where they hear of the position), a resume and writing sample to:

Pamela Sharp, Supervising Legal Secretary

E-mail: PSharp@ag.nv.gov

Fax: (775) 684-1246

Or deliver to: Office of the Attorney General, 100 North Carson Street, Carson City, Nevada 89701

The Office of the Attorney General is an equal opportunity employer.